Agency Breakfast: Reporting, Metrics, Product Review Etc….
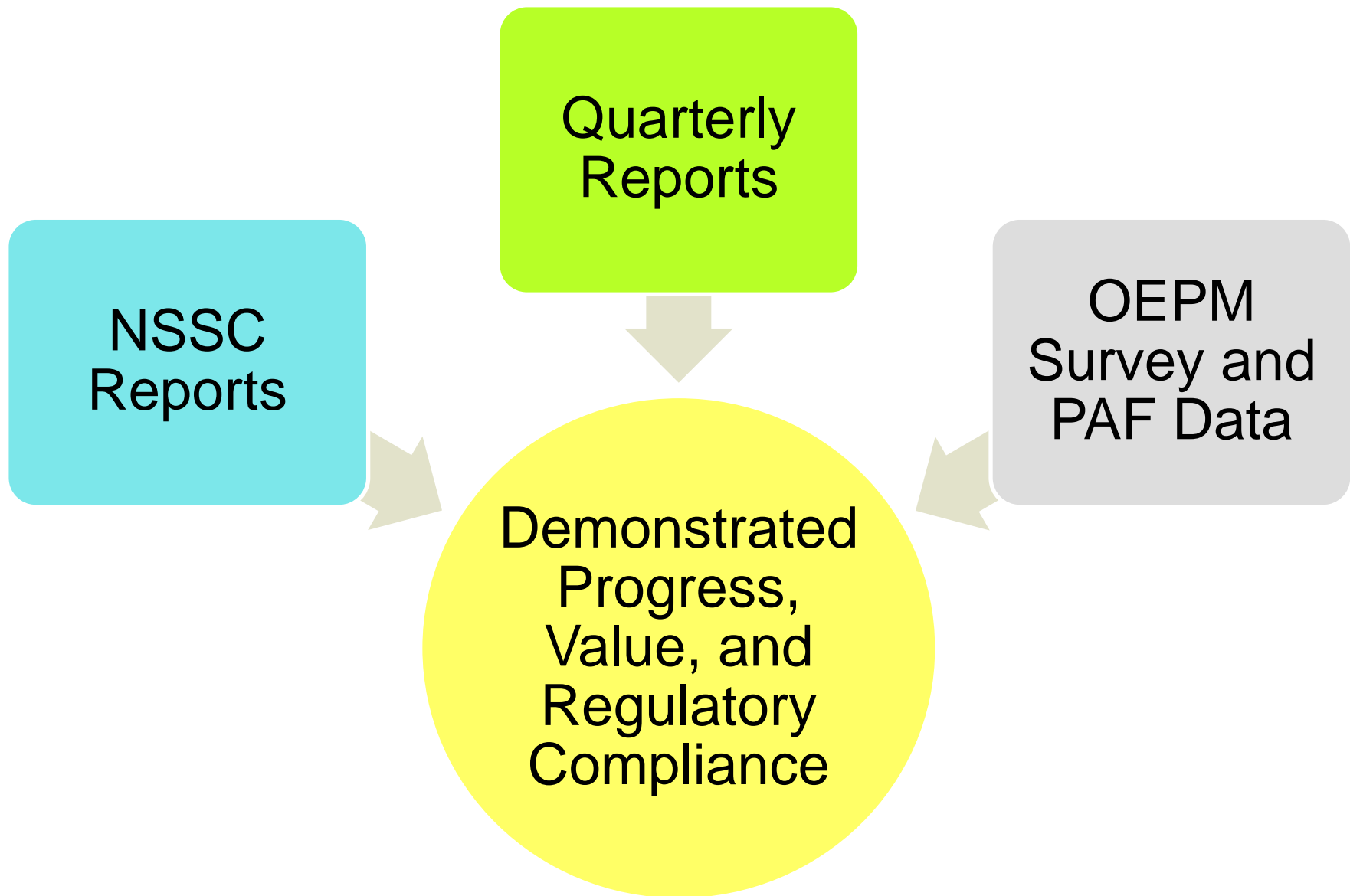
Lin Chambers, Kate Spruill, and Sharon Welch

NASA Langley Research Center

March 2, 2011

Reporting

Quarterly Reports

NSSC Reports

OEPM Survey and PAF Data

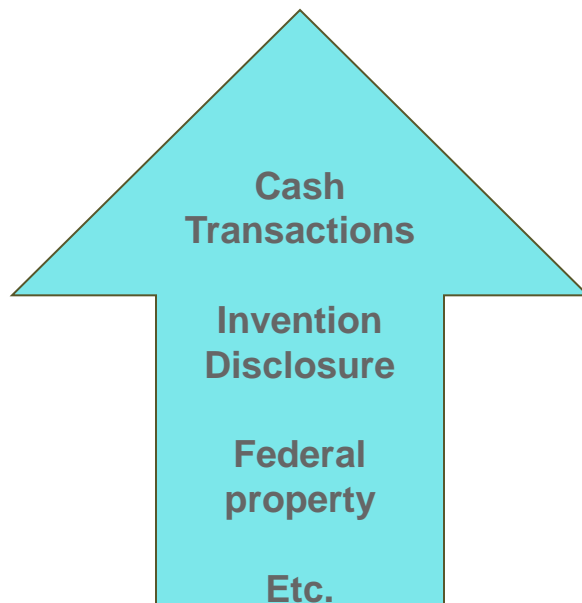Demonstrated Progress, Value, and Regulatory Compliance

Reporting

**What are we accomplishing?
Why is it important? Impact?**

NSSC retains official copies.
Recipients check for
regulatory compliance.
Annual and interim reports

Project Office tracks progress
and reports accomplishments
to LaRC management,
NASA HQ, and stakeholders

NASA HQ OE tracks project
contributions to OE performance
measures; reports to OMB as
well as other stakeholders

**Cash
Transactions**

**Invention
Disclosure**

**Federal
property**

Etc.

**Document
project
progress**

Key events

Milestones

Impact

**Data
collections
linked to the
Offc of Ed
measures,
objectives,
and outcomes**

Grant and Cooperative
Agreement Handbook
Required Reports

Quarterly Reports

OEPM Survey and
PAF Data

GCCE Reporting
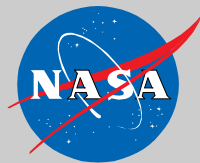
| Report	Purpose	Due	Format	Required Action	Data Availability
OEPM Surveys	Gather qualitative data for NASA Office of Education performance measures	Upon completion of each project-sponsored event, as appropriate	Web-based surveys on GCCE web site*; electronic submission	PI or designee: distribute survey links to event participants Participants: complete surveys	Yes – contact Stephanie Atienza or Kate Spruill for report on project-specific survey data
Project Activity Form	Gather quantitative data for NASA Office of Education performance measures	Upon completion of each project-sponsored event, as appropriate	MS Word document on GCCE web site*; electronic submission via email	PI or designee: complete form after each project-sponsored event, as appropriate, and email to Stephanie Atienza	Yes – contact Stephanie Atienza or Kate Spruill for report on project-specific PAF data
Quarterly Report	Inform NASA team of project status; provide information to share with stakeholders	End of March, June, September, and December	Web-based template on GCCE web site*; electronic submission	PI or designee: complete the template, provide info on accomplishments, challenges, milestone updates, etc.	Submissions will be archived on respective project reporting page on GCCE web site
NSSC Reports	Regulatory compliance; per Grant and Cooperative Agreement Handbook	Varies by report – see attached.	Varies by report – see attached	Generally these reports are completed by the business office of the institution. However, Annual Report prepared by PI	NSSC retains official copies

* Expected to be on GCCE web site by end of March 2011. Surveys distributed to PI's via email Jan. 2011; PAF forthcoming via email.

Reporting Calendar
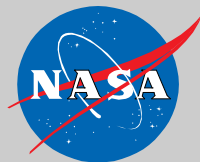
Interval	Report	Who	2008 (Ed)	2009- 2010 (CA)	Comments
Quarterly, within 30 days	**Federal Cash Transaction Report**	*FMO*	*X*	*X*	
Quarterly	**Quarterly Bullet Report**	*TO*	*X*	*X*	
Annually, by Oct. 15	**Inventory Report of Federally-Owned Property**	*FMO, IPO*	*X*	*X*	*If none, not required*
Annually, 60 days before anniv	**Progress Report**	*TO, GO*	*X*	*X*	
Annually, 60 days before anniv	**Educational Activity Report**	*TO, GO*	*X*		
If needed	**Invention Disclosure**	*PO, TO, GO*		*X*	*Within two months of invention*
If needed	**Election of Title to Subject Invention**	*PO, TO, GO*	*X*	*X*	*Within two years of invention*
Annually, by anniv.	**Invention/Reportable Items Summary**	*PO, TO, GO*		*X*	*If none, just a quick email*
If needed	**Notification of Decision to Forego Patent Protection**	*PO, TO, GO*	*X*	*X*	
If needed	**Utilization of Subject Invention/Reportable Items**	*PO, TO, GO*		*X*	*Only if a subject invention was elected*

Reporting Calendar – Final Reports
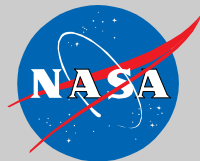
Due	Report	Who	2008 (Ed)	2009-2010 (CA)	Comments
Within 60 days after end of award	*Final Inventory Report of Federally-Owned Property*	*FMO, IPO, GO*	*X*	*X*	
Within 90 days after end of award	*Subject Inventions/Reportable Items Final Summary Report*	*PO, GO*		*X*	*If none, just a quick note to that effect.*
Within 90 days after end of award	*Properly Certified Final Federal Cash Transaction Report*	*FMO, GO*	*X*	*X*	
Within 90 days after end of award	*Summary of Research*	*CASI, TO, GO*		*X*	
Within 90 days after end of award	*Final Educational Activity Report*	*TO, UAO, GO*	*X*		

Earth Science Nuggets

## Earth Science Week Oct. 11-17, 2009: Understanding Climate

- climate.nasa.gov one-stop shop for NASA Earth Science Week (ESW)
- NASA materials in ESW kits distributed to 16,000 teachers
- Sept. 30 Webcast to NASA ERCs/AESPs/Teachers
- Tides of Change 6 videos on oceans and climate
- Oct. 14 DLN Webcast with NASA oceanographers: Gene Feldman and Marci Delanney
- NASA Portal Earth Explorer Articles
- NASA resources at Oct. 11 Family Climate and Weather Day at Maryland Science Center

- Event driven
- Send anytime
- 1 PPT slide
- For NASA mgmt chain

Send to: Gcce-mgmt@lists.nasa.gov
cassie_soeffing@strategies.org

Office of Ed Performance Measurement
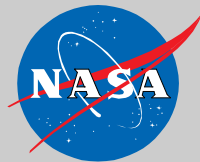
Student End of Event (Short Activity)

PART 1: Participant Information

1. Name of school or institution _____
2. State or Territory –please select–
3. Grade Level

- ○ 4
- ○ 5
- ○ 6
- ○ 7
- ○ 8
- ○ 9
- ○ 10
- ○ 11
- ○ 12

PART 2: NASA Activities and Learning

4. What type of activity did you participate in today? Check all that apply.

- ☐ Visit from a NASA educator, scientist, or engineer
- ☐ Visit from a NASA astronaut
- ☐ Seminar/lecture by a NASA or aerospace professional
- ☐ Video downlink from International Space Station or Space Shuttle
- ☐ Participate in a launch event
- ☐ Ham radio call to an astronaut
- ☐ Classroom lesson about NASA
- ☐ Library lesson about NASA
- ☐ NASA TV-based activity
- ☐ NASA computer-based activity
- ☐ Visit to a NASA Center
- ☐ Visit to a museum, science center, or planetarium

OEPM Surveys

- **OEPM is the official performance measurement application for the NASA Education Portfolio**

- **Standardized, web-based data collection instruments; linked to Office of Education measures, objectives, and outcomes**

- **Please encourage participants to complete the surveys; event driven**

- **Surveys mapped to individual projects**

- **No scan capability for paper surveys; please input by Aug 1.   After Aug 1, send paper surveys to NASA team for input as deadline is Sept 30**

- **120-day follow-up surveys are system-generated; no need to distribute those links**

- **Reports available upon request; contact Stephanie Atienza**

Office of Ed Performance Measurement
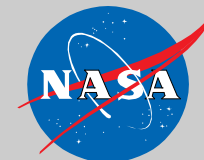
New!

Project Activity Form

Project Activity Form

Institution Name:
Preparer's Name:
Date:

Section A: General Information

1) Type of Project Activity:
- Conference
- Conference Workshop
- Conference Seminar
- Workshop
- Design Challenge
- On-line Event
- Seminar
- Classroom Visit
- Internship
- Fellowship
- Scholarship
- Other: Please Specify:

2) Project Activity Title:

3) Project Activity Dates: Start: Click here to enter a date. End: Click here to enter a date.

4) Project Activity Duration: *What was the duration of your project activity?* (Check only one)
- Short Event (≤ 2 days)
- Multi-Month(Semester/Quarter)
- Long Event(> 2days)
- Year-Long(12 months)

5) Please select the type of facility that was used for your project activity: (Check as many as app)
- NASA Center(s)
- University Campus(es)
- Elementary/Middle/High School(s)
- Community Facilities
- Museum/Planetariums(s)
- Industry or Private Sector Facilities
- Other: please specify:

6) If your project activity was located at a NASA Center please select the center: Choose an item.

7) Was the facility/space used to host the activity ADA/504 compliant?
(In accordance with the Americans with Disabilities Act (ACT) and the Rehabilitation Act of 1973, Section 504, qualified persons with disabilities should not be denied access to, participation in, or the benefits of any program or activity. If the facilities used for your activity did/did not accommodate a participant with a disability please indicate.)
- YES
- NO

8) If the project activity was located at a primary/secondary education institution, please indicate type: (Mark all that apply.)
- Public
- Urban
- Private
- Suburban
- Parochial
- Rural
- Charter
- Other: (please specify)

9) If the project activity was located at a higher education institution, please indicate the type: (Mark all that apply.)
- Predominately white institution
- Predominately black institution, includes HBCU's
- Hispanic serving institutions
- Other: (please specify)
- Tribal College or Universi

- **Standardized, data collection instrument in MS Word format**

- **Like the survey data, PAF data will be used by Office of Education for reporting to stakeholders**

- **Please ensure the PAF's are completed and forwarded to Stephanie Atienza**

- **Event-driven; e.g. conference**

- **Like the surveys, PAF's mapped to individual projects**

- **MS Word template will be distributed next week and eventually posted on GCCE web site**

National Aeronautics and Space Administration

Quarterly Reports & Milestones
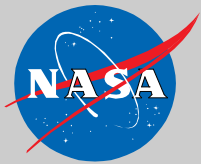
• Quarterly reports used by GCCE Project Office to track progress, report accomplishments, and respond to stakeholders

• Quarterly reports due at the end of March, June, September, and December

• Finalizing the reporting section on the GCCE website; expect deployment for end-of-March reports

• Have established a master schedule of all project milestones
  • Schedule will allow us to track the major events across the 57 projects and report accomplishments
  • Milestones will be displayed in the forthcoming project reporting section on the GCCE website; automated quarterly report will have section for indicating milestone changes

Costing
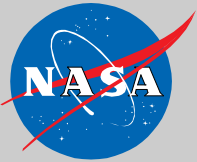
- Increased pressure on NASA Office of Education to "cost" funds

- What does "cost" mean? Project funds are costed when awardees draw down on their NASA project funds

- How can you help? Work with your organization's financial office, submit timely invoices for NASA funding

SMD Science Education Product Review

http://nasareviews.strategies.org/
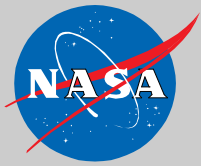
- **Education Products** included are K-12 curriculum materials, postsecondary and education resources for formal & informal audiences

- **All formats** are accepted for review

  Web based

  CD/DVD/video tape

  Print/posters/lithographs/brochures/bookmarks

  PDF/Word/PowerPoint

  Plug-in/Java dependent applications

  Braille items

  Etc.

Open Issues
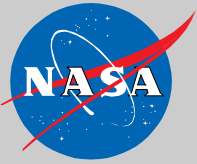
- AGU Session(s) – please coordinate

  Deadline April 20 this year!

- Journal special issue? - Ideas? Contacts

- Name change (pre-decisional; would have to be approved by HQ):

  ICE or NICE

  Innovations in Climate Education

  Others: NICCE (niche? Knee-chay (Italian)?...)